



Ontario
Ministry of
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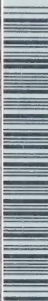
Handicapped
Employment
Program

CA20N

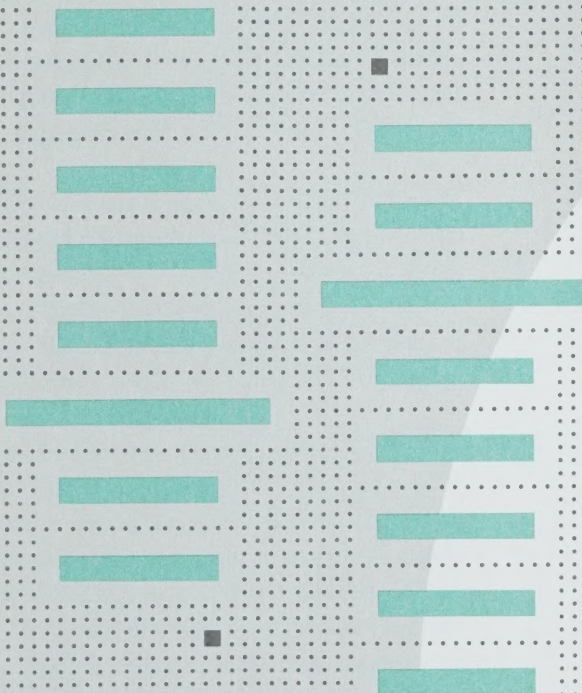
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Making A Match



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Hiring
People
With
Disabilities

What is a good match?

All hiring decisions are challenging. The experience, skill and interest of any applicant are just a few of the factors that must be considered before determining who is the right person for the job.

Matching a person to a job, whether that person has a disability or not, is a skill. If it's not done properly it can result in poor performance and lost dollars.

Hiring the right person often requires objective information about the physical demands of the job. A Physical Demands Analysis (PDA) will help you to obtain the information necessary to make an informed decision about employing a person with a disability. It will also assist you to re-employ and retain experienced workers after illness or injury.

What is PDA?

Physical Demands Analysis is a simple way to identify the physical and environmental demands of any job using a one-page checklist. This information can then be used for discussion about job-related tasks during the interview. An employee can be easily trained to complete PDAs for all the jobs in your company.

What are the benefits?

Used as a guide during the interview PDA assists you to look for the person's job skills rather than their limitations. It helps to get rid of any preconceived ideas you may have about the type of work that people with disabilities can or should do and leads naturally to discussion about reasonable accommodations, if they are necessary.

It also has these benefits for your company:

- Hiring decisions can be based on fact, rather than on subjective assessments.

- Employees returning to work after illness or injury may require a medical assessment. PDAs can assist physicians by providing more accurate job information.
- PDAs can point out where job aids or changes in work organization will mean increased productivity and improved safety for any employee.

Why do employers begin?

Most employers begin when they recognize that a PDA checklist provides information that can be used for discussion about job-related tasks during an interview. They understand that this excellent hiring tool allows them to be guided by facts, not by feelings and assumptions.

HEP can help

Consultants from the Handicapped Employment Program (HEP) are available to assist in introducing this process into your organization and to train your employees in the use of PDAs. They can also advise you on other useful steps that you can follow when considering jobs for people with disabilities.

Contact:

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Honourable
William Wrye,
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